

POSITION DESCRIPTION (Please Read Instructions on the Back)

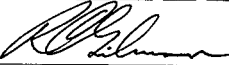
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location ORLANDO, FL.	5. Duty Station ORLANDO, FL.	1. Agency Position No. NL12280
Explanation (Show any positions replaced) Replaces: NL11320		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		6. OPM Certification No.
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive	9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
					13. Competitive Level Code 0989
					14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Budget Analyst	GS	0560	09		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment Department of the Army		c. Third Subdivision Directorate for Resources Management	
a. First Subdivision U.S. Army Materiel Command		d. Fourth Subdivision Financial Management Division	
b. Second Subdivision Simulation, Training & Instrumentation Command		e. Fifth Subdivision Financial Execution Branch	

19. Employee review - This is an accurate description of the major duties and responsibilities of my position.

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Richard C. Gilmour Chief, Financial Management Division		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature 	Date 5/16/01	Signature	Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. **Position Classification Standards Used in Classifying/Grading Position**
USOPM GS Job Family PCS for Prof. & Admin. Work in the Acctg & Budget Gp, GS-0500, Budget Analysis, GS-0560, Dec 00;
USOPM GS Job Family PCS for Clerical and Technical Acctg and Budget Work, GS-0500C, Dec 97, HRCD-4, Jul 99, HRCD-7.

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)											
b. Supervisor											
c. Classifier											

24. Remarks
This is a full performance position.

BUS: 7777

25. Description of Major Duties and Responsibilities (See Attached)

Previous Edition Usable

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management

INTRODUCTION

This position is located in the Financial Management Division (RF), Resources Management Directorate, Simulation, Training and Instrumentation Command (STRICOM). The major purpose of this position is to perform routine budget administration functions in the formulation and execution of the assigned segment of STRICOM Programs under the general direction of a Team Leader. Programs include: Research, Development, Test and Evaluation (RDTE) for Non-system Training Devices, Instrumentation, Targets, Threat Simulators and Customers; Operations and Maintenance (O&M) for general support, procurement, re-procurement and spare parts support of non-type classified training devices and simulators; Aviation Procurement Army (APA) for procurement of flight simulators; Missile Procurement Army (MIPA) and Other Procurement Army (OPA) for procurement of non-systems training devices, simulators and simulations.

MAJOR DUTIES

1. Performs and advises on execution of the assigned segment (Customer Direct) of the current and prior year customer programs in any of the phases of budget administration, to include forecasting obligations/disbursements, monitoring to ensure legal/efficient use of funding, reporting variances, expediting obligations and establishing job orders. Collects, compiles and consolidates data for the STRICOM budget formulation, budget execution (preparing and processing internal and external funding documents). Receives Military Interdepartmental Purchasing Requests (MIPRs) and Funding Authorization Documents (FADs) via the Programming, Budgeting, and Accounting System (PBAS). Prepares fund acceptance, DD Form 448-2. Reviews task funding documents and enters accounting classification. Receives approved funds by assigned accounts. Allocates funds to individual activities based on analysis of activity budget estimate, historical expenditures, and approved funding levels. Monitors and reviews obligations and reimbursable orders through examination of accounting records, continuing dialogue with program officials and their staffs, and review of supporting documentation during the FY. Identifies potential problem areas for resolution. Researches regulatory and procedural guidance concerning availability of or limitation on the use of funds. Analyzes budget/funding requests for conformance to guidance, to determine program trade-offs and explore possible alternative sources of funding. Provides financial services on budget submission, account status, necessity to execute within fund availability, trend-analysis, year-end closing procedures, and historical data to actual plan performance, to Project Directors and other members of the Acquisition Team. Researches prior year funding discrepancies and takes corrective action. Establishes and maintains records of direct/reimbursable cite funds received from Army, Air Force, Navy, Reserve, National Guard, Department of the Army (DA), Office of Secretary of Defense (OSD) or other government agencies. Responds to questions generated at project, customer or headquarter level regarding any budget matters.

2. Assists customers and Contract Specialists in processing and validating Unliquidated Obligations (ULOs) as part of the Joint Reconciliation Process. Monitors and tracks obligations, both direct and reimbursable funded, throughout the execution phase. Verifies that obligations and reconciliation thereof, occur on a timely basis and within established regulatory control/guidelines, and are within amounts programmed. Reports variations in excess of accepted funding limitations to the Team Leader. Recommends transfer of funds between object class and line item accounts under the same appropriation or allotment when funds are needed to cover increase in obligations within established funding limits. Ensures proper and full use of provided funds, with no anti-deficiency violations. Recommends to Team Leader or Division Chief a course of action regarding the assigned programs. Prepares the necessary documents to request the transfer of funds. Maintains an up-to-date budget execution status in STRICOM databases to include reconciling authorizations, commitments and obligations.

30%

3. Compiles and edits various statistical reports in the budgetary execution of customer and/or mission funds in the defense of the STRICOM programs for current and prior years. Uses the microcomputer and various software programs to manipulate/ process information to prepare weekly, quarterly, and monthly reports related to the assigned programs for submittal to higher authority. Prepares monthly status on special projects as required.

20%

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED - LEVEL 1-6 - 950 Points

Knowledge of the Army appropriations (RDTE, O&M, Procurement) and STRICOM budget procedures, forms, formats, documents, reports, and related requirements to determine appropriate type of funding required.

Knowledge of the acquisition cycle from concept exploration through sustainment of fielded systems in order to properly align the appropriation to the program phase.

Knowledge of budgeting cycles within the Army. This includes not only timing of various budgeting exercises but also which levels (AMC, DA, OSD, OMB) are involved and their interrelationships.

Knowledge and skill in applying the principles, practices, and methods of budget execution to determine whether obligations, disbursements, and requests for funds are within funding limitations in the approved budget.

Knowledge of a skill in applying the principles and practices of budget formulation to review, edit, and to consolidate budget estimates from

supported directorate(s)/activities, and to adjust data in related forms, reports, and schedules.

Knowledge of budgetary and financial relationships with workloads of supported organizational activities to determine whether funds are being obligated and expended in accordance with goals and objectives of the STRICOM mission and budget plan.

Practical knowledge of STRICOM organizational structure, staffing, programs, and work methods of components budgeted for to determine whether estimates of funding needs and requests are in line with program plans, organizational goals and/or missions, and work methods.

Knowledge of each financial database, internal funding processes and electronic spreadsheets and the procedures used to download, upload, and maintain funding integrity and accuracy.

Knowledge of procedures involved in entering, retrieving, modifying, and correcting information in an automated accounting system.

Ability to communicate orally and in writing to explain and summarize the reasons for changes in funding for specific items in the budget and to convey information about rules, regulations and procedures to managers.

FACTOR 2 - SUPERVISORY CONTROLS - LEVEL 2-3 - 275 Points

Supervisor establishes overall broad objectives, otherwise, works under the general guidance of a Team Leader who assigns work in terms of continuing responsibility for budget work developed through the normal flow of a recurring workload. Incumbent is expected to plan and carry out assignments independently in accordance with office standard operating procedures and accepted budgetary practices for accomplishing work in each phase of budgeting. Incumbent brings controversial information or findings to the attention of the Team Leader or Supervisor's attention for direction. Completed work is evaluated on the basis of accuracy, soundness of analysis and recommendations, and timeliness of work accomplishments.

FACTOR 3 - GUIDELINES - LEVEL 3-3 - 275 Points

Guidelines include DoD Financial Management Regulation, Fiscal law, Army Acquisition Policy, and STRICOM general procedural instructions for correct execution of funds, avoidance of anti-deficiencies, and to provide fiscal guidance. Incumbent uses judgment in adapting the proper guidelines and sequence of procedures to be followed in applying obligations and to interpret a large number of varied guidelines.

FACTOR 4 - COMPLEXITY - LEVEL 4-3 - 150 Points

Applies a series of different and unrelated, but established methods, practices, and techniques to compare and contrast current and historical budget and workload data for both closely related and diversified

operating programs and activities throughout the Army community. Discerns trends in spending and anticipates need for funds from readily identifiable sources such as reimbursements. Incumbent bases decisions on the amount of funds in an account; deadlines integral to the budget cycle; and local controls over and regulations pertaining to spending.

FACTOR 5 - SCOPE AND EFFECT - LEVEL 5-3 - 150 Points

Incumbent uses standard methods to resolve conventional problems and issues in applying specific budgetary rules regulations, principles, and procedures associated with all phases of budget formulation and execution related to a segment of the budget for assigned support activities.

Work affects information on the accuracy, timely submission, adequacy and acceptability of annual budget estimates covering the program and administrative activities conducted by the organization. Work outcome affects program initiation and/or completion in the event funding is not in the correct budget or is not in the correct time frame. It is essential that these decisions (type of funds and correct fiscal year) be accurate to preclude possible violation of fiscal law. Timely analysis and discovery of program execution shortfalls has a direct impact on the overall training device development and/or acquisition.

FACTOR 6 - PERSONAL CONTACTS - LEVEL 6-2 - 75 Points
& FACTOR 7 - PURPOSE OF **LEVEL B**
CONTACTS

Contacts are with employees and managers in the Army, both inside and outside the immediate office or related units, to include Naval Air Warfare Command, Training Systems Division (NAWC-TSD) personnel, STRICOM personnel, e.g., Program Analysts, Budget Analysts and Project Directors, and MSCs, AMC, DA, and OSD, in moderately structured settings.

Contacts are made to plan, coordinate, or advise on work efforts, or to resolve issues or operating problems by influencing or persuading people who are working toward mutual goals and have basically cooperative attitudes. Contacts typically involve identifying options for resolving problems, i.e., obtaining additional information necessary to complete assignments and resolve discrepancies found on funding documents (MIPRs) and/or obligating documents (contracts, small purchase requests, etc).

FACTOR 8 - PHYSICAL DEMANDS - LEVEL 8-1 - 5 Points

The work is sedentary. The work does not require any special physical effort.

FACTOR 9 - WORK ENVIRONMENT - LEVEL 9-1 - 5 Points

The work area is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL12280

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."